

**Bibliographic Control of Web Resources:
A Library of Congress Action Plan**

Charge for Continuing Education Task Force (Action Item 5.3)

1. Leadership

Lead Person: Carol Hixson (University of Oregon), Chair, PCC Standing Committee on Training

Membership:

- Erik Jul (OCLC Institute)
- Karen Darling (University of Missouri), liaison to ALCTS Education Cte.
- Karen LeTarte (NC State University), liaison to ALA Education Cte.
- Norm Medeiros (Haverford College), member ALCTS NRMC and CCS Policy and Research Cte.
- Robin Wendler (Harvard University)
- Cinder Johanson (Library of Congress), liaison to LC Catalog Management Team

Principal Investigator: None

2. Points of convergence with other action items in the plan

This charge covers action item 5.3, which focuses on continuing education, and on enabling library professionals to make useful contributions to metadata efforts of all kinds, inside and outside libraries. It has close ties to action item 5.1, which focuses on education for LIS students. Therefore the Continuing Education Task Force should coordinate closely with the LIS Education Task Force, which is chaired by Beth Picknally Camden (University of Virginia).

3. Establish secretariat

None needed.

4. Identify sources of funding

None requested at this time.

5. Identify consultants.

None requested at this time.

6. Draw up budget and submit requests for funding

The planning phase requires no budget. As part of the planning effort, a budget will be prepared to estimate the costs of implementation.

7. Articulation of the action item

The LC Action Plan has six goals: to provide appropriate training and education to improve bibliographic control of Web resources; to increase the number of standard records available for Web resources; to enhance access to and display of these records across systems; to collaborate with metadata standards groups; to develop automated metadata tools; and to support research and development on metadata and interoperability. The attainment of the subsequent five goals rests upon a successful outcome of the first—that is, proper training and education for the bibliographic control of Web resources.

In recent years, the need for continuing education for technical services professionals has increased dramatically, in part because fewer organizations provide educational opportunities for technical services skills, and in part due to rapid and continual shifts in the environment in which technical services operate. In response, ALCTS has articulated a more encompassing educational program. For this reason it is appropriate and timely that ALCTS take a lead role to accomplish LC Action Plan item 5.3, which reads as follows:

- 5.3 Address continuing education needs for library technical services practitioners by (1) identifying and enhancing core competencies (e.g., analytical skills, collaborative and interpersonal skills) among library catalogers; (2) devising and conducting training to enhance practitioners' mind set and values, problem-solving, operations, management and information technology skills; and (3) promoting the understanding, use and refinement of metadata standards (such as Dublin Core) for describing and managing electronic and digital resources, with the goal of enabling greater participation in the development and refinement of metadata standards used both within and outside libraries.

The reports of the LC conference's Topical Discussion Groups 2 and 8 contain additional details about the intended scope of Action Item 5.1 (see http://lcweb.loc.gov/catdir/bibcontrol/TDG_2.pdf and http://lcweb.loc.gov/catdir/bibcontrol/TDG_8.pdf, in particular recommendation 8.1b)

8. Define task components of the action item

8a. The Continuing Education Task Force is charged to prepare a model curriculum for continuing education in cataloging of e-resources and metadata. It should address a variety of metadata types; interoperability issues; and general principles, practices and workflows for metadata projects. The proposal should recommend specific changes and additions to existing continuing education programs, lay out a plan for course content and

sequence, and describe an appropriate delivery system for this curriculum. It should cover the period through 2005 and contain the following sections:

Executive Summary

Proposal for E-Resource Cataloging and Metadata Curriculum

Introduction (e.g., background, needs assessment, related work)

Rationale and significance of the program

Target audience of the program

Objectives of the program

Program components

(e.g., curricula, institutes, workshops, Web-based training)

Timeline for implementation

Contributions by individuals and organizations

(funding and other resources)

Budget

Budget narrative

Plan for program evaluation

8b. The Continuing Education Task Force is charged to follow the review and revision cycle outlined below, culminating with approval of the proposal by the ALCTS Board and LC Cataloging Directorate. Following approval of the proposal by ALCTS and LC, the task force will be discharged. It is anticipated that the ALCTS Executive Committee will then appoint an implementation group containing representation and/or funding from ALCTS, LC, and other identified partners.

9. Due dates for completion of the task components and the deadline for completion of the action item, including periodic reports to the ALCTS Task Force on the LC Action Plan.

Activity	Who	Finish
Convene task force	TF on LC Action Plan	March 2002
Contact LIS Ed TF	CE Task Force	April 2002
Obtain and study first draft of LIS Ed TF proposal	CE Task Force, from LIS Education Task Force	Before ALA Annual 02
Review existing CE programs	CE Task Force	ALA Annual-October 2002
Obtain and study final version of LIS ED TF proposal	CE Task Force	Before ALA Midwinter '03
Prepare first draft CE proposal and budget	CE Task Force	January-February 2003
First interim report, including time line for completing work (suggested target: ALA Annual 2003)	CE Task Force, to LC Cataloging Directorate and ALCTS TF on LC Action Plan	March 2003
Review and revise CE proposal and budget	CE Task Force, with appropriate stakeholders	?
Submit CE program proposal and budget	CE Task Force, to ALCTS Board and LC Cataloging Directorate	?
Approve proposal	ALCTS Board and LC Cataloging Directorate	At ALA Annual 2003?
Discharge CE Task Force	ALCTS TF on LC Action Plan	After ALA Annual 2003?
Secure funding; appoint implementation group	ALCTS TF on LC Action Plan	After ALA Annual 2003?

10. Communications plan

The chair of the CE TF will set up and maintain a listserv with an archive for use by the CE Task Force.

The CE Task Force is further charged to keep the library community informed of its activities through submission of updates to appropriate newsletters and through reporting at ALA meetings.

The CE Task Force should submit quarterly electronic status reports to the LC Director for Cataloging due April 1, July 1, October 1, and January 1.